

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD  
OF  
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 26th day of February 2014 at the Water Pollution Control Center

PRESENT: Commissioner Dennis Brochey  
Commissioner Robert B. Cliffe  
Commissioner Wright H. Ellis  
Commissioner Steven C. Richards  
Commissioner James Riester  
Commissioner Marc R. Smith

EXCUSED:

ALSO PRESENT: Anthony M. Hahn, Administrative Director, NCSD #1  
John T. Timkey, Chief Operator, NCSD #1  
P. Andrew Vona, Attorney for District  
Robert P. Lannon, CRA Infrastructure & Engineering  
Thomas W. Blodgett, CRA Infrastructure & Engineering  
Anthony J. Nemi, Liaison, Niagara County Legislature  
Suzanne-Marie C. Fulle, NCSD #1  
Joanne M. Teixeira, NCSD #1

Chairman Smith called the meeting to order at 3:30 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

**Communications:**

a. McGard Locking Composite Manhole Covers - Mr. Hahn introduced Mr. Marshall Brown, Regional Sales Manager, Special Products Division of McGard, LLC. Mr. Brown gave a presentation and demonstration of their McGard's FiberShield lightweight composite manhole covers.

The covers are made from a durable composite material, which is 85% lighter and 3x's stronger than our existing cast iron covers. Mr. Brown stated that the covers are engineered to withstand weights up to 100,000 lbs. and are made to fit existing frames and have a patterned self contained locking key system to open the covers (which are municipality specific and assigned to each individual end user).

Mr. Lannon questioned if the covers were durable enough to withstand the temperature fluctuation and snow/ice that we have in our region. Mr. Brown stated that McGard is based in Orchard

Park and that the composite material is designed to be subjected to harsh environments, including exposure to rain/sleet/snow/ice, common fuels (gasoline, diesel, etc.), and waste-water environments (including H2S). The composite product has been tested for temperature extremes from -60 to 160 degrees Fahrenheit. Mr. Brown stated that common reasons for replacement from cast iron covers to their composite covers are for noise, theft, remote locations, and safety issues for workers. Mr. Brown stated that the FiberShield covers are a common item to purchase for municipality I/I monies as the covers do not have holes in them and as such do not allow water to drain into the pipe which it is protecting.

Mr. Brown stated that the cost of a cover is determined by the size of frame and thickness of the composite material of the blank which the cover is made from. The most common size is approximately \$490. Mr. Smith asked if we could receive favorable pricing if the District/Towns purchase the covers in bulk. Mr. Brown stated that we would receive a discount.

b. Toski Engagement Letter - Mr. Hahn reported that Anthony Vona received a letter from Toski, the County's Auditor, requesting permission to begin the District's 2013 annual audit. Mr. Hahn stated that he will present the letter to Public Works at their March meeting.

Upon motion duly made by James Riester and seconded by Wright H. Ellis, it was resolved that the minutes of the January 22, 2014 meeting be approved as presented. This motion was carried.

Upon motion duly made by James Riester and seconded by Robert B. Cliffe, it was resolved that the following vouchers be paid from their respective accounts:

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Bytronics	Digging Notifications	10.30
Dig Safely	Digging Notifications	44.50
Frontier	Mapleton Rd PS	52.58
National Fuel	Townline Road	506.24
National Fuel	Shawnee Road	135.42

National Fuel	Plant	5,284.70
National Grid	Elec Dist. - Tonawanda Creek Road	662.21
National Grid	Elec Dist. - Townline Road	836.47
National Grid	Elec Dist. - Mapleton Rd	211.00
National Grid	Elec Dist - East Canal PS	1,062.29
National Grid	Elec Dist - Shawnee Road	194.57
National Grid	Elec Dist - Moyer Lift	115.64
National Grid	Plant	8,308.86
National Grid	2044 Niagara Falls Blvd (meter)	21.66
National Grid	2059 Niagara Falls Blvd (meter)	21.02
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd (Nov. 2013)	460.93
Niagara County Public Works	Elec Supply - Mapleton PS (Nov. & Dec. 2013)	359.36
Niagara County Public Works	Elec Supply - East Canal PS (Nov. & Dec. 2013)	2,848.45
Niagara County Public Works	Elec Supply - Moyer Lift (Nov. & Dec. 2013)	151.80
Niagara County Public Works	Elec Supply - Shawnee Rd (Nov. & Dec. 2013)	275.63
Niagara County Public Works	Elec Supply - Townline Rd (Nov. & Dec. 2013)	1,453.61
Niagara County Public Works	Elec Supply - Plant (Nov. & Dec. 2013)	35,497.65
Niagara County Public Works	Elec Supply - Rapids Rd (Nov & Dec 2013)	701.32
NYSEG	Rapids Road PS	164.26
Time Warner	Internet Service	1,515.06
Town of Pendleton Water	Water (East Canal Rd PS)	31.55
Town of Pendleton Water	Water (Tonawanda Crk Rd PS)	12.40
Town of Wheatfield	Fuel for Vehicles	1,500.55
University of Texas at Dallas	Annual SARA Tier 2 Reporting	125.00
Verizon	Townline Rd	25.46
Verizon	East Canal	25.46
Verizon	Tonawanda Creek	29.89
Verizon	Plant	139.77
Verizon	Moyer Lift	50.80
Verizon	Shawnee Road	50.10
Verizon	Rapids Road PS	50.16

TOTAL

\$ 62,936.67

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Allied Waste Services #111	Recycling Service	32.45
Allied Waste	Sludge Disposal	14,606.02
Andersen Electric Supply	Floor Lamps for Lab	14.62
Augies Automotive	Sensor for truck	364.70
Bison Laboratories, Inc.	Sodium Hypochlorite	2,781.58
Buffalo Lift Trucks	Service Forklift	110.72

CIR Electrical Construction Corp	Replacement of components of the main control panel at Tonawanda Creek PS	1,245.00
Cole-Parmer	Tubs for Lab	198.45
CRA	January Monthly Retainer	750.00
CRA	NCSD Mapleton Rd. P.S. Rehab Project #631047	16,390.00
CRA	Misc. Project Assistance/SCADA (Project #630191)	1,515.00
CRA	Development of new 10 year CIP (Project #631024)	3,940.00
CRA **	Capital Plan Phase 2 (Project #630806)	21,149.94
Dival	Calibration for Gas Detector/Respirators/oxygen sensor/gas detector/sensor fo renforcer	1,529.80
Fisher Scientific	Lab Supplies	1,045.41
Greater Niagara Newspaper **	ROW Clearing Bid Ad	291.52
Greater Niagara Newspaper	Mapleton Road PS Advertising	327.93
Grove Roofing	Roof Replacement Project	18,682.30
Gui's Lumber	Maintenance Supplies	50.22
Hach Company	Nitrification Inhibitor	210.84
Hahn, Anthony	February Travel Mileage	119.84
HOHL Industrial Services **	Capital Plan Phase 2 (Bar Screens & Grit Removal)	609,073.50
Industrial Appraisal Company	Appraisal Services	505.00
Isle Chem	Lab Analysis	1,015.50
JP Industrial Supply	Hi Speed Drill Bit/Thrust/Maintenance Supplies	382.79
K & K Janitorial Service, Inc.	General Cleaning for February 2014	390.00
Kemira	Ferrous Chloride	4,336.70
KMR Heating & Cooling	Heater Repair	278.50
Koester Associates	Shawnee Road Pump Station Repair/Vapor Filter	292.70
McMaster-Carr	Cast Iron Gear Pump, Coupler	492.51
Mike Darlak Signs	18" acrylic address numbers for plant	265.00
Modern Corporation	Dumpsters	174.90
Moley Magnetics	Variable Speed Drive HP Motor	596.60
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	155.00
Napa Auto Parts	Battery, Wiper Blades, Halogen Lamp	174.94
Niagara County Sewer District #1	Petty Cash	49.99
North Central Laboratories	Lab Supplies	288.63
Precision (Empire) Scale & Balance	Annual Inspection & calibration of lab balances mass	290.00
7N5-Praxair Distribution Inc.	Maintenance Supplies	171.31

Rexel	Lamps for Roadway Lights/50 amp 2 pole breaker/wire	285.60
Safety Kleen	Parts, Washer Service	211.70
Schaefer Supply	6"x10" Check Valve Replacement at Rapids Road P.S.	3,467.42
Sharp Printing	New letterhead	147.00
Shatzel, Christopher (Matador)	Carpet Floor Protection	119.00
Simmers Crane Design & Services	East Canal Road Pump Station repair chainfall	416.00
Staples	Office Supplies	12.68
TECsmith Inc.	Calibrate Influent Flow Meter	650.00
The Pump Doctor	Ann. Cathodic Tests @ Townline, Ton. Crk. Shawnee & Plant P.S.	450.00
Town of Cambria	2013 I/I Reimbursement	20,000.00
Town of Niagara	2013 I/I Reimbursement	19,900.00
Trumpler-Clancy, Inc.	Filter/Dry Poly Roll	432.09
Vona, P. Andrew	Monthly Retainer-January 2014/Legal Services	2,500.00
VWR International LLC	Potassium Phosphate	51.26
WW Grainger Inc	Pressure Gage, Electrical Box, Inner Panel, Pressure Switch, Battery PS Dialers, Electric Tankless Water Heater, Torch Hand Heat Shrink, Fuel Cylinder, maintenance supplies	1,702.04
<b>TOTAL</b>		<b>\$ 754,634.70</b>

<b>TOTAL FORWARDED (2013 BUDGET)</b>	<b>\$ 62,936.67</b>
<b>TOTAL APPROVED O&amp;M (2014 BUDGET)</b>	<b><u>754,634.70</u></b>
<b>GRAND TOTAL APPROVED</b>	<b>\$ 817,571.37</b>

This motion was carried.

Review of the January 2014 Financial Report showed an Operation and Maintenance balance of \$5,796,447.16.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Sewer District's January 2014 Financial Report be approved as presented. This motion was carried.

**Old Business:**

There is nothing new to report this month.

**Chief Operator's Report:**

Mr. Timkey stated that his agenda items were dove tailed into Mr. Hahn's report and would speak on those items as they are being presented.

**Administrative Directors Report:**

a. SPDES Permit – Mr. Hahn reported that we received our new SPDES Permit from the NYDEC. Mr. Timkey reported that the District would begin compliance with the new permit which is to begin on April 1, 2014.

b. New York Rising - Mr. Hahn reported that he received a call from Sam Ferraro, Executive Director of the Niagara County Industrial Development Agency, regarding a new program from the Department of State which has set aside \$3,000,000 for I/I projects in New York towns and counties for flood control. The applicant needs to have identified, prepared and presented their I/I flooding project by July 1, 2014 in order for the monies to be taped into. The District or any individual town may present I/I projects to the New York Department of State.

b. Sludge Hauling & Disposal – Mr. Hahn reported that Allied Waste agreed to a 6 month extension to their current contract which was slated to end on March 31<sup>th</sup>. Mr. Hahn requested permission to extend Allied Waste's contract with the District to end on September 30, 2014 at the same rate which is currently in place.

Upon motion duly made by Wright H. Ellis and seconded by Steven C. Richards, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Hahn's request to extend Allied Waste Services contract for a 6 month period from March 31, 2014 to September 30, 2014 at the same rate which is currently in place. This motion was carried.

d. 2014 Goals – Mr. Hahn presented to the Board his 2014 Goals and Accomplishments for the District over the next year and if approved he would send the plan to the County Manager.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves of the updated Business Plan for 2014. This motion was carried.

e. Quasar – Mr. Hahn reported that Nathan Carr and Alan Johnson of Quasar met with him, Tom Blodgett and Robert Lannon of CRA to discuss various wastewater issues. Commissioner Cliffe also mentioned they reviewed various proposals with the Wheatfield Planning Board as well.

f. Electronic Data – District Website - Mr. Hahn reported that installation of the software was now complete. Mr. Hahn stated that Sue Fulle, the District's Clerk would be in charge of keeping the website up to date. The website will contain the District's agenda with supporting documentation (except for any legal or personnel issues). Digital pictures will also be available to post on the website which will be up and running in March.

g. Attorney and Engineer Contract Renewal – Mr. Hahn reported that he received P. Andrew Vona, Esq. new contract which contained no cost increases from his current 2012 – 2014 contract. Mr. Hahn requested approval for the District's attorney P. Andrew Vona to provide legal services to the District under a new contract for the period January 2014 thru January 2016.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves of the contract of P. Andrew Vona, Esq. to provide legal services to said District for the period January 1, 2014 thru the re-organizational meeting in January 2016. This motion was carried.

Mr. Hahn reported that he received CRA Infrastructure & Engineering, Inc. new contract which contained a new fee schedule from their current 2012 – 2014 contract. Mr. Hahn requested approval for a new contract to the District's engineer CRA Infrastructure & Engineering, Inc. to provide engineering services to said District for the period January 2014 thru January 2016.

Upon motion duly made by Steven C. Richards and seconded by Robert B. Cliffe, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves of the

contract of CRA Infrastructure & Engineering, Inc. to provide engineering services to said District for the period January 1, 2014 thru the re-organizational meeting in January 2016. This motion was carried.

h. Maintenance Position – Mr. Hahn reported that there will be an employee in the maintenance department retiring soon and that the newly created Wastewater Pump Station Mechanic position reflects what his job has evolved into. The proposed job is within the District budget. Mr. Timkey stated that the skills and qualifications of this newly created position would be competitive, and would be posted as competitive - provisional. Mr. Hahn stated that he expects the exam will be held in the fall 2014 or early spring 2015. Mr. Hahn requested Board authorization for creation of the competitive – provisional position of Wastewater Pump Station Mechanic and set an exam for the fall of 2014.

Upon motion duly made by James Riester and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Hahn's request for creation of the competitive- provisional position of Wastewater Pump Station. This motion was carried.

i. Indebtedness – In anticipation of CRA presenting a new capital spending plan, Mr. Hahn reviewed the District indebtedness. From 2008 to present, over 10 million in debt has been removed from the balance sheet. Also, the earliest any individual debt will be fully retired is 2019.

#### **Engineering Report:**

1. Infiltration/Inflow Program
  - Waiting for response/discussion from NYSDEC review of submittals for several years
  - With implementation of the new Permit, it is anticipated this program will no longer be a requirement
  - **BOARD ACTION REQUESTED – None**
  
2. General Retainer (CRA Project No. 630191)
  - Miscellaneous requests and reviews ongoing under Phase 40 and SCADA support
  - Pendleton/Cambria/Lockport Interceptor Extension – evaluation of feasibility and cost-effectiveness of interceptor extension., including optimization of possible routing for service areas
  - District I/I project
  - Quasar proposal
  - 2014-2015 Retainer Agreement
  - **BOARD ACTION REQUESTED – Authorization of Retainer Agreement**

Mr. Lannon reported that CRA and District staff has been exploring the District I/I Project for this fiscal year and that the current ROW project will expose manholes which will enable CRA to complete a manhole inventory, and make condition assessments of each manhole. Completing this project will also allow the District to complete work towards meeting the manhole inspection program goal as outlined in the approved MOM program.

The Board requested that CRA prepare a proposal for completing the 2014 District I/I project (Manhole Inspection Program) for consideration at the March meeting.

3. Interceptor Sewer System Infiltration and Inflow Evaluation – Phase 2 (CRA Project No. 630724)
  - Finalize Report with anticipated issuance of final SPDES permit and associated requirements
  - **BOARD ACTION REQUESTED – None**
  
4. Capital Plan Phase 2 (CRA Project No. 630806)
  - Construction ongoing for Influent Screens and Aeration Grit Removal System project
  - R.O.W Clearing Contract bids
  - **BOARD ACTION REQUESTED – Discuss Discrepancies in Bids for ROW Contract**

Mr. Lannon reported that 9 bids were received for the ROW Clearing Contract and that the bids were currently being reviewed due to the discrepancy in the low bidder's number. Mr. Lannon stated that CRA will have a recommendation for the Board to consider at the March meeting.
  
5. Management, Operation, and Maintenance Plan Development (CRA Project No. 630943)
  - NYSDEC has indicated that the issuance of the final permit is imminent.
  - **BOARD ACTION REQUESTED – None**
  
6. WPCC 2013 Roof Replacement Project (CRA Project No. 630998)
  - Project complete. Final payment, warranty, and closeout documents received from Contractor
  - **BOARD ACTION REQUESTED – None**
  
7. Development of New 10-Year Capital Improvement Plan (CRA Project No. 631024)
  - Facility, infrastructure, and process assessment workshops complete. Draft report being reviewed by Tony Hahn and John Timkey
  - **BOARD ACTION REQUESTED – None**

Mr. Lannon reported that he will have a draft review for the March meeting.

8. Mapleton Road Pump Station Improvements (CRA Project No. 631047)
  - Project advertised for bids on February 19, 2014. Bids will be received on March 12, 2014.
  - BOARD ACTION REQUESTED – None
9. WPCC 2014 Roof Replacement Project (CRA Project No. 631067)
  - Proposal for Professional Engineering Services
  - **BOARD ACTION REQUESTED – Discuss/consider authorization of proposal**

Mr. Lannon reported that the scope and tasks for the 2014 Roof proposal for the Sludge Disposal and Filter Buildings are almost identical to the 2013 Roof project that was just completed for the Administration, Laboratory, and Maintenance Buildings. Mr. Lannon presented to the Board a proposal in the total amount of \$91,400 to which includes design, bid, construction administration, and resident inspection services; including the required asbestos survey sampling and testing.

Upon motion duly made by Wright H. Ellis and seconded by James Riester it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves CRA's proposal of \$91,400 which includes design, bid, construction administration, and resident inspection services; including the required asbestos survey sampling and testing. This motion was carried.

**Attorney's Report:**

There is nothing new to report this month.

**New Business:**

There is nothing new to report this month.

**Adjournment:**

Upon motion duly made by Steven C. Richards and seconded by Dennis Brochey the meeting adjourned at 4:20 p.m.